United States Government                                      **Department of Energy**

# memorandum

DATE: February 11, 2003

REPLY TO
ATTN OF: AD-442:Kent

SUBJECT: **EMERGENCY CONTACT INFORMATION**

TO: All ORO, OSTI, and YSO Employees

With the Nation at a heightened level of security, employees are reminded that maintaining current emergency contact information in their personnel records is of utmost importance. Each employee is requested to assure that their emergency contact information in the Corporate Human Resource Information System (CHRIS) is accurate and up-to-date.

Employees can access the Employee Self Service (ESS) feature of CHRIS at https://mis.doe.gov/ess/secure/PINstart.cfm. From the login screen, follow the instructions below to add or update emergency contact information:

- Input your CHRIS Employee ID or Social Security Number and your Password and click *Authenticate Me*. (If you do not have an ID and password, click on *Click Here* in the gray box on the right side of your screen and follow the online directions.)
- On the left side of the screen under the heading "Update Information," click on *Emergency Contacts*.
- Follow the online directions to change, delete, or add contact information.
- Click *Submit* after changing, deleting, or adding information.
- Click *Done* after reviewing changes submitted successfully.

This entire process should take less than 5 minutes if you already have an ID and Password, and the information you provide will prove invaluable in the event of an emergency. If you have questions or need help, please feel free to contact your Human Resources Specialist.

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